

## 2004 MDL CHANGES

New	Task Name Change	Description Change	New WBS Code	WBS	Task Name	Task Description
		X		PE-S-01.01.01	RFP	Request for Proposal: A legal notice for solicitation of consulting services. See the Consultant Services Procedures Manual.
		X		PE-S-01.01.02	Selection	The process of reviewing, scoring and selecting a Consultant. See the Consultant Services Procedures Manual.
	X	X		PE-S-01.01.03	Negotiations & Signed Contract	A legally binding contract between WSDOT and a Consultant for services rendered. See the Consultant Services Procedures Manual.
		X		PE-S-01.01.04	Management	The process for delivering a contracted product within the parameters of a legally binding contract. See the Consultant Services Procedures Manual.
		X		PE-S-13	Right of way	PE-S-13.01 through PE-S-13.06 Property required for a public facility. Includes square footage, access rights, and easements.
X				PE-S-13.06	Record of Survey	Public record filed with the County Auditor used to preserve the evidence of land surveys. This content and format of records of surveys are prescribed by law.
	X	X		PE-S-23.04	Project Summary Region Approval	Date that the Region Project Development Engineer approves the Project Summary
	X	X		PE-S-23.05	Project Summary to HQ for Approval	Date that the Region approved Project Summary is submitted to HQ Program Management
	X	X		PE-S-23.06	Project Summary HQ Approval	Date the HQ Program Management Engineer approves the Project Summary
		X	X	PE-S-23.07	Design Concurrence Date	Date of concurrence of the Project Summary
X				PE-PS	Design-Build Project Screening	
X				PE-PS-01	Goals	
X				PE-PS-01.01	Identify Project Goals	Early identification of a set of goals used to track the desired outcomes throughout the project.
X				PE-PS-02	Risk	The identification of potential risks associated with the project used to assign responsibility for each risk area to either WSDOT or the design-builder.
X				PE-PS-02.01	Risk Allocation Matrix	Preparation of the risk allocation matrix and the determination of which party (WSDOT or design-builder) is responsible for a given risk. This also includes the determination of how far to advance the preliminary design for each technical element during development of the RFP.
X				PE-PS-02.01.01	Design Issues	Determination of design decisions and conformance to standards elements for the risk allocation matrix.
X				PE-PS-02.01.02	Force Majeure / Acts of God	Determination of the Force Majeure and Acts of God elements for the risk allocation matrix.
X				PE-PS-02.01.03	Right of Way Issues	Determination of the right of way elements for the risk allocation matrix.
X				PE-PS-02.01.04	Environmental Issues	Determination of the environmental issues elements for the risk allocation matrix.
X				PE-PS-02.01.05	Local Agency, Utility, & Railroad Issues	Determination of the local agency, utility and railroad company elements for the risk allocation matrix.
X				PE-PS-02.01.06	Differing Site Conditions / Changed Conditions	Determination of the differing or changed site conditions for the risk allocation matrix.
X				PE-PS-02.01.07	Construction	Determination of the construction elements for the risk allocation matrix.
X				PE-PS-02.01.08	Completion & warranty	Determination of the completion and warranty elements for the risk allocation matrix.
X				PE-PS-03	Benefits	
X				PE-PS-03.01	Identify Potential Benefits	This is the identification of potential benefits to be gained from using design-build contracting instead of the traditional design-bid-build process.
X				PE-PS-04	Decision Documentation	

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X				PE-PS-04.01	Design Build Decision Document	The preparation and review of the document used for final approval to proceed with a design-build contract.
X				PE-PS-05	Design-Build Finance	
X				PE-PS-05.01	Design-Build Full Funding	All work involving the communication with State, Local and Federal funding sources requesting appropriation of project funding.
		X		PE-D-03.03	Plan the Work	PE-D-03.03.01 through PE-D-03.03.07 See Design Manual Ch 140 for further descriptions of all elements
		X		PE-D-03.05	Work the Plan	PE-D-03.05.01 through PE-D-03.05.05 See Design Manual Ch 140 for further descriptions of all elements
		X		PE-D-03.06	Close the Project	PE-D-03.06.01 through PE-D-03.06.05 See Design Manual Ch 140 for further descriptions of all elements
		X		PE-D-06	Environmental Documentation	Federal and State regulations require WSDOT to document the environmental impacts of a transportation project. Where appropriate, other public and governmental agencies are involved in the decision making process. National Environmental Policy Act/State Environmental Policy Act (NEPA/SEPA) If project receives federal funding, follow NEPA PE-D-06.19.01 to PE-D-06.19.05 and obtain review of proposed documentation level by FHWA. If state only funding, follow SEPA PE-D-06.19.06 to PE-D-06.19.09. See Environmental Procedures Manual, Section 411.
	X	X		PE-D-06.03.01.01	Environmental Biological Assessment - NOAA Submitted	Biological Assessment submitted to National Oceanic and Atmospheric Administration (NOAA) Fisheries.
	X	X		PE-D-06.03.01.02	Environmental Biological Assessment - NOAA Concurrence	Biological Assessment concurrence by the National Oceanic and Atmospheric Administration (NOAA) Fisheries.
	X			PE-D-06.03.01.04	Environmental Biological Assessment - USFW Concurrence	Biological Assessment concurrence by USFW
X				PE-D-06.03.01.05	Environmental Biological Assessment - No Effect Letter Sent	Biologicqal Assessment determines No Effect.
	X	X		PE-D-06.20.03	Energy Analysis	Identification of direct and indirect energy consumption sources in the study area including evaluating total energy consumption including vehicle fuel use, electrical energy, natural gas, and other identified energy sources relative to a no-build alternative. Mitigation – Identify potential mitigation measures. See Washington State Environmental Policy Act Rule. See Environmental Procedures Manual, Section 440.
X				PE-D-06.99	Environmental Documentation Complete	PE-D-06.03 to PE-D-06.20.17. Level four summaries link as a Finish Start (FS) to this milestone.
		X		PE-D-08	Project Data	PE-D-08.01 through 08.06
		X		PE-D-09	FHWA Financial Plan	
		X		PE-D-09.01	Finance Plan	A Financial Plan is a comprehensive document that is required for Federally funded projects with an estimated total cost of \$1,000,000,000 or more that reflects the cost (requirement) and revenue structure (capability) of a project and provides a reasonable assurance that there will be sufficient financial resources available to implement and complete the project as planned. The Initial Financial Plan and each Annual Update is submitted to the FHWA Division Administrator for review and acceptance. The FHWA memorandum giving direction on finance plans with attached guidance can be found at the following website: <a href="http://www.fhwa.dot.gov/programadmin/contracts/fpgmemo.htm">http://www.fhwa.dot.gov/programadmin/contracts/fpgmemo.htm</a>

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		X		PE-D-14	Public and Agency Involvement	Local agencies and the public should be notified of projects in their jurisdiction or area. Contact the Communications office for details.
X				PE-D-17.02.03	Sundry Site Plans	Legal Document/Right of Way Plan showing boundry of property to be acquired by WSDOT that is not adjacent to highway right of way. Typcially these would include mitigation sites, stormwater treatment areas, and maintenance sites.
X				PE-D-17.02.04	DNR Plat	Legal Document prepared by WSDOT HQ R/W Plans Office showing a survey of property to be acquired from the Department of Natural Resources - Either uplands or aquatic
X				PE-D-17.08	Record of Survey	Public Record filed with the County Auditor used to preserve the evidence of land surveys. The content and format of Record of Surveys are prescribed by law.
X				PE-D-17.09	Land Corner Records	Written record of corner information as prescribed by the Department of Natural Resources, used to perpetuate or establish land corners and their accessories.
X				PE-D-17.10	Permit to Destroy	Application made to Department of Natural Resources requesting permission to remove or destroy monuments or make them inaccessible.
	X			PE-D-17.05	R/W Funding Approved	Work Order set up by Program Management and authorizes funding. Notification to RES to proceed with R/W acquisition. Milestone
X				PE-D-17.06.07	Deed Development	Development of legal descriptions for real property.
	X			PE-D-24	Value Engineering	PE-D-24.01 through 24.03
X				PE-D-27.00	Contract Plan Workforce Hammock	
	X			PE-D-31	Environmental Permits	PE-D-31.1 through 31.16 Identify and complete permits required for the project. Permit requirements are scoped as part of the Environmental Review Summary. See Environmental Procedures Manual M31-11 for procedures.
X				PE-D-31.99	Environmental Permits Received	PE-D-31.01 to PE-D-31.16 Level 4 summaries link as a Finish Start (FS) to this milestone.
	X	X		PE-D-37.03	Proprietary Item Approval	Prepare justification documentation to ASDEs for Approval.
	X	X		PE-D-37.04	Proprietary Item Approved	Item approved with final PS&E to Region and a copy to job file. Milestone.
		X		PE-D-38	Contract Ad & Award	PE-D-38.01 through 38.08 Advertisement and award of construction contracts. See Ad and Award Manual.
X				PE-CD	Design-Build Contract Development	
X				PE-CD-01	Project Management	
X				PE-CD-01.01	Assign Project Team	The work of assigning the Project Team not only includes assigning but the contracting and hiring of team members, through the chartering and assigning responsibilities.
X				PE-CD-01.01.01	Align the Team	The process of initiating the project and aligning the participants by establishing a common understanding including a Project Vision and Team Mission. See Design Manual Ch. 140
X				PE-CD-01.02	Program Control	
X				PE-CD-01.02.01	Design-Build Independent Cost Estimate	Preparation and analysis of an estimate used to verify the quality of the current cost estimate and identify the risk of exceeding the available funding.
X				PE-CD-01.02.02	Program Schedule	Developing of the master schedule, design-build contract schedule specifications and procedures manual.
X				PE-CD-01.02.03	Cost Management System	Developing the requirements for the cost management of the design-build project and writing a procedures manual.
X				PE-CD-01.02.04	Configuration Change Management (CCM)	Developing the process for contracting and change management including preparation of the design-build contract specifications.
X				PE-CD-01.02.05	Document Control System (DCC)	Developing the procedures manual and design-build contract specifications for the processes project document control.
X				PE-CD-01.03	Co-Location	Preparation for and the actual relocation of staff, materials, supplies, and equipment to a centralized location including acquisition of new office space and equipment.

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X				PE-CD-01.04	Respond to Requests for Information (RFI)	The process of responding to questions about the RFQ and RFP of a design-build project. Includes the preparation and implementation of a policy and Website communication.
X				PE-CD-02	Design Builder Selection	
X				PE-CD-02.01	Project Introduction	
X				PE-CD-02.01.01	Solicitation for Interest	This is the solicitation for response from those who may be interested in submitting a Statement of Qualifications. The solicitation could be in the form of advertisements in professional periodicals and journals.
X				PE-CD-02.01.02	Design Build Information Meeting	The preparation, holding and followup of the meeting to present information about the project to prospective design-builders and explain the design-build process for the project.
X				PE-CD-02.02	Evaluation Criteria	The preparation of evaluation criteria to be used for selecting the design-build contractor.
X				PE-CD-02.03	Selection Procedures	The preparation of the procedures to be used in the evaluation and selection process.
X				PE-CD-02.04	Request for Qualifications (RFQ)	The preparation and distribution of the RFQ document asking interested proposing teams to submit a statement of their qualifications pertinent to the design-build project.
X				PE-CD-02.05	Request for Proposals (RFP)	
X				PE-CD-02.05.01	Draft RFP	The preparation and distribution of the Draft Request for Proposals document.
X				PE-CD-02.05.02	FHWA Approval of Projects under \$50 Million	The preparation and approval of the FHWA Special Experimental Project-14 document. This is for projects with federal funding and are less than \$50 million.
X				PE-CD-02.05.03	Final RFP	The preparation and distribution of the Final Request for Proposals document.
X				PE-CD-02.06	Evaluation / Selection Process	
X				PE-CD-02.06.01	Technical Evaluation	The evaluation of the Technical Proposal for compliance with the contract requirements including the relevant codes and manuals.
X				PE-CD-02.06.02	Pricing Evaluation	The evaluation of the Price Proposals.
X				PE-CD-02.06.03	Award Contract	The final negotiation, award and notice to proceed.
	X			PE-PE-04	Consultant Administration	
	X	X		CN-PE-04.01	Management of Consultant On-Call Agreement	The process of ensuring the original design consultant is available for services during construction under a legally binding agreement. See Consultant Procedures Manual.
	X	X		CN-PE-04.02	Management of Disputes Review Board Agreements	The process of ensuring State and Third Party members of Disputes Review Board are available for services during the construction project under legally binding agreements. See Consultants Procedures Manual.
		X		CN-CC-01	Substantial Completion	A Stage of completion where the contract work has progressed to the extent that the Contracting Agency has full use and benefit of the facilities. See 1-01.3 of the Standard Specifications for further details
		X		CN-CC-02	Physical Completion	A stage of completion where all physical work of the contract has been completed. See 1-01.3 of the Standard Specifications for further details.
		X		CN-CC-03	Completion	A stage of completion that generally follows Physical completion where all administrative paperwork required by the contract has been submitted. All aspects of the work both physical and administrative are completed and the job is now ready for Acceptance by the Secretary of the Department. See 1-01.3 and 1.08.9 of the Standard Specifications for further details
		X		CN-CC-04	Contract Acceptance	After all contractual obligations have been fulfilled the Department accepts the contract as complete by signature of the Secretary on the Final Contract Voucher Certification. See 1-01.3 and 1-05.12 of the Standard Specifications for further detail
X				CA	Design-Build Contract Administration	

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X				CA-PI	Public Information	The preparation and implementation of a public information communication plan for the design-build project.
X				CA-EO	Environmental Oversight	The work to ensure compliance with environmental requirements imposed by contract, regulation, and law. Does not include work on environmental documents, permits, and approvals done prior to award of the Design-Build contract.
X				CA-RW	Right-of-Way	The assistance, preparation, and monitoring of all project right of way and access issues after award of the Design-Build contract. Does not include work involved in the review and approval of the right-of-way plan.
X				CA-PA	Partnerships / Agreements	Work on contracts between the Washington State Department of Transportation and a local governmental agency that includes an offer and an acceptance.
X				CA-XO	Change Orders	A change order is a written order signed by the Design-Builder and WSDOT authorizing a change in the project work, adjustment to the fixed price or guaranteed schedule dates.
X				CA-TO	Document Control Oversight	Information and records tracking and management on a Design-Build project.
X				CA-U	Utilities	The identification of all private and public utilities affected by the project. Preparation, review and approval of the relocation and protection plans for all utilities impacted by the project.
X				CA-BS	Budget and Schedule	Monitoring project budget and schedule progress measured against the plan.
X				CA-R	Reporting	
X				CA-R-01	Legislative	Internal and external performance reports prepared at the request of the Legislature.
X				CA-R-02	Executive	Internal and external performance reports prepared at the request of WSDOT executives.
X				CA-R-03	Workshops	Internal and external performance reports prepared for project workshops.
X				CA-DO	Design Oversight	
X				CA-DO-01	Design File	The development and management of design work plans, over-the-shoulder reviews of design, responding to formally submitted reviews, maintaining and verifying compliance with design QC/QA, participation in the interpretive engineering decision process.
X				CA-DO-02	Deviations	The development and management of work plans ensuring compliance with the deviation approval process.
X				CA-DO-03	As-builts	The development and management of work plans resulting in the documentation of as-built drawings.
X				CA-CO	Construction Oversight	
X				CA-CO-01	Materials	Work to ensure conformance with the design-build contract standards for materials acquisition and delivery.
X				CA-CO-02	QC/QA	Work to ensure conformance with the design-build contract quality control and assurance procedures.
X				CA-CO-03	Workmanship	Work to ensure conformance with workmanship standards in the design-build contract.